

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

Project Title:	ADA Program review, Training, and Support Services	
RFP NUMBER: 7057816	NJDOT RESEARCH PROJECT MANAGER: Stefanie Potapa	
TASK ORDER NUMBER:: 7	PRINCIPAL INVESTIGATOR: Agnes Muszynska	
Project Starting Date: 5/6/2009 Project Ending Date: 7/5/2010	Period Starting Date: 1/1/2010 Period Ending Date: 3/31/2010	

Task	% of Total Project Budget	Total Budget	% of Task This Quarter	Cost This Quarter	% of Task to Date	Total Cost to Date
1. Transition Plan support	32%	\$39,542	0%	\$0	95%	\$32,875
2. Develop training	18%	\$22,243	22%	\$4,539	95%	\$19,599
3. Review ADA integration	39%	\$48,192	0%	\$0	56%	\$18,085
4. Final Report	12%	\$14,828	47%	\$6,471	47%	\$6,471
TOTAL	100%	\$123,570		\$11,863		\$32,875

Project Objectives:

The objectives of this project are to:

1. Review up to five other recent agency Transition Plans to serve as best examples for the development of the NJDOT Transition Plan; provide support for drafting of Transition Plan.
2. Develop training materials for in-house staff training on ADA requirements.
3. Review integration of ADA requirements into select NJDOT documents.
4. Develop Final Report to summarize output of Tasks 1-3.

Project Abstract:

For the New Jersey Department of Transportation (DOT), Cambridge Systematics is providing research support for NJDOT's ADA program by providing a review of best practices for Transition Plan development and support for the drafting of a new plan; development of training materials for an internal "train-the-trainer" program; review of select Department of Transportation (DOT) documents for integration of ADA requirements; and compilation of a Final Report to summarize findings.

1. Progress this quarter by task:

- Task 1: No comments received from client since the submittal of a Draft Transition Plan on October 1, 2009; therefore, no further activity on this task.

- Task 2: Submitted and revised Training Modules 1 and 2; further researched firms that conduct “hands-on” ADA training for Module 3 Technical Memorandum and developed initial draft of Module 4 presentation materials.
- Task 3: No further activity once all pertinent documents have been identified for ADA compliance.
- Task 4: Began summarizing findings from Tasks 1, 2, and 3 into Final Report.

2. Proposed activities for next quarter by task

- Task 1: Incorporate any stakeholder comments into the Draft Transition Plan and deliver Final Transition Plan to client.
- Task 2: Finalize Modules 1-4 of training materials
- Task 3: None anticipated
- Task 4: Finish summarizing the results from Tasks 1, 2, and 3 in Final Report that conforms to the report template provided by NJDOT.

3. List of deliverables provided in this quarter by task (product date)

- Task 2. Draft Modules 1 and 2 Training materials (February 1)

4. Progress on Implementation and Training Activities:

- Training materials for ADA were developed as part of Task 2.

5. Problems/Proposed Solutions:

- No problems identified for this period

Total Project Budget	\$123,570
Contract Amount:	\$123,570
Total Project Expenditure to date	\$115,039
% of Total Project Budget Expended	93%